

July 30, 2002

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**EXERCISE OF LEASE EXTENSION OPTION FOR
ADDITIONAL TEN YEARS - GEORGE NYE, JR. PUBLIC LIBRARY
6600 EAST DEL AMO BOULEVARD, LAKEWOOD
(FOURTH) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Exercise a ten year lease extension option with the City of Lakewood (City) for 7,100 square feet of library space for the George Nye, Jr. Public Library located at 6600 East Del Amo Boulevard, Lakewood, at an annual cost of \$26,982.
2. Find that this lease is exempt from the California Environmental Quality Act (CEQA) pursuant to Class 1, Section r, of the Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, and Section 15061 (b) (3) of the State CEQA Guidelines.
3. Approve the project and authorize the Chief Administrative Office (CAO) and the Public Library to implement the project. The lease renewal will be effective upon Board approval.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The County has leased this library facility since 1972, and has a continued need for a library in this area. The proposed extension will enable the County to continue to provide library services to the Lakewood community for an additional ten years.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The Countywide Strategic Plan directs that we invest in public infrastructure, in order to strengthen the County's fiscal capacity. The lease supports this strategy by complying with the Strategic Asset Management Principles (Goal 4, Strategy 2, Objective 2). In this case, it effectively utilizes space provided by the City of Lakewood at the below market rent of \$.32 per month for a split-service lease. Attachment A discusses issues taken into consideration to assess program compliance in support of this lease recommendation.

FISCAL IMPACT/FINANCING

George Nye, Jr. Library 6600 East Del Amo Blvd. Lakewood	Current Lease	Proposed Renewal Option	Change
Area	7,100	7,100	Same
Term of Lease	10 years (7/1/92 to 6/20/02) Mo-to-Mo effective 7/1/02	10 years (commencing upon Board approval)	Additional ten years
Annual Rent	\$26,982 (\$3.80 per sq.ft.)	\$26,982 (\$3.80 per sq.ft.)	Same
Cancellation	In the event of the City's withdrawal from the County Library system.	In the event of the City's withdrawal from the County Library system.	Same
Parking	33 spaces	33 spaces	Same

* Under this split-service lease, the County is responsible for providing utilities, janitorial services, exterior window and plate glass washing, replacement of lamps, tubes and transformers, and the repair and maintenance of all floor coverings.

Sufficient appropriation for rent under this lease has been included in the 2002-03 Adopted Budget for the Public Library.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Public Library has occupied this facility since 1972. The most recent lease was for a ten-year term that expired on June 30, 2002. The lease contained an option for an additional ten years under the same terms and conditions, including the annual rental rate of \$26,982. Although the option legally terminated since the expiration of the lease, the City agreed to allow the County to exercise the option.

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The lease also contained a provision that allows the City to increase the rent during the option period should the annual maintenance costs exceed \$8,400 prior to the exercise of the option. The City has notified the CAO that the previous year maintenance costs did not exceed \$8,400. Therefore, the annual rental rate will remain at \$26,982 during the entire ten-year option period.

The proposed renewal option provides the same 7,100 square feet of space and 33 parking spaces and contains the following provisions:

- Ten-year term commencing upon Board's approval and ending ten years thereafter.
- Annual rent of \$26,982 for the entire ten-year lease term.
- County may cancel lease if the City elects to withdraw from the County Public Library system.

The need for an on-site childcare facility was considered, but was determined inappropriate due to the small number of staff. In addition, the building and surrounding property are too small to accommodate such a facility absent a reduction in Library services.

The Department of Public Works has inspected this facility and finds it satisfactory for the County's continued occupancy.

ENVIRONMENTAL DOCUMENTATION

The CAO has made an initial study of environmental factors and has concluded that this project is exempt from CEQA pursuant to Class 1, Section r, of the Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, and Section 15061 (b) (3) of the State CEQA Guidelines.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

No impact on current services is anticipated as a result of Board approval.

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CONCLUSION

It is requested that the Executive Officer, Board of Supervisors return two certified copies of the Minute Order and adopted, stamped Board letter to the CAO, Real Estate Division at 222 South Hill Street, 4th Floor, Los Angeles, CA 90012.

Respectfully submitted,

DAVID E. JANSSEN
Chief Administrative Officer

DEJ:SNY
WLD:MMW:hd

Attachments (2)

c: County Counsel
Auditor-Controller
Public Library

6600DelAmo.b

**GEORGE NYE, JR. LIBRARY
6600 EAST DEL AMO BOULEVARD, LAKEWOOD**

1.	<u>Occupancy</u>		Yes	No	N/A
	A	Does lease consolidate administrative functions? ²			X
	B	Does lease co-locate with other functions to better serve clients? ² This is an existing facility. Lease renewal option extends the lease term allowing the County to continue to provide library services to the community.		X	
	C	Does this lease centralize business support functions? ²			X
	D	Does this lease meeting the guideline of 200 sf of space per person? ² Ratio 1/645 sf The library is used primarily for storage and public use of its book collection; the staffing is minimal (2 full-time and 11 part-time employees).		X	
2.	<u>Capital</u>				
	A	Should program be in leased space to maximize State/Federal funding?		X	
	B	If not, is this a long term County program?	X		
	C	Is it a net County cost (NCC) program? 19.40%	X		
	D	If yes to 2 B or C; capital lease or operating lease with an option?		X	
	E	If no, are there any suitable County-owned facilities available?			X
	F	If yes, why is lease being recommended over occupancy in County-owned space?			X
	G	Is Building Description Report attached as Attachment B?	X		
	H	Was build-to-suit or capital project considered? This is an exercise of a renewal option. The premises are being leased at a below-market rent from the City of Lakewood. In comparison to a build-to-suit project, the below-market rent makes this lease renewal a more cost-effective alternative.		X	
3.	<u>Portfolio Management</u>				
	A	Did department utilize CAO Space Request Evaluation (SRE)?	X		
	B	Was the space need justified?	X		
	C	If a renewal lease, was co-location with other County departments considered?			X
	D	Why was this program not co-located?			
		1. ___ The program clientele requires a "stand alone" facility.			
		2. <u>X</u> No suitable County occupied properties in project area.			
		3. <u>X</u> No County-owned facilities available for the project.			
		4. ___ Could not get City clearance or approval.			
		5. ___ The Program is being co-located.			
	E	Is lease a full service lease? ² City required that certain maintenance costs be borne by the County; namely janitorial services, window washing, replacement of lamps, tubes, transformers and repair and maintenance of all floor coverings.		X	
	F	Has growth projection been considered in space request?			X
	G	Has the Dept. of Public Works completed seismic review/approval?	X		
		¹ As approved by the Board of Supervisors 11/17/98			
		² If not, why not?			

**SPACE SEARCH WITHIN 3-MILE RADIUS OF
6600 DEL AMO BOULEVARD, LAKEWOOD**

LACO	FACILITY NAME	ADDRESS	SQ.FT. GROSS	SQ.FT. NET	OWNERSHIP	SQ. FT. AVAILABLE
0005	BELLFLOWER COURTHOUSE	10025 E FLOWER ST, BELLFLOWER 90706	110286	34647	OWNED	NONE
6444	PUBLIC LIBRARY-CLIFTON M BRAKENSIEK LIBRARY	9945 E FLOWER ST, BELLFLOWER 90706	20160	17078	OWNED	NONE
D210	PUBLIC LIBRARY-ALONDRA LIBRARY	11949 E ALONDRA BLVD, NORWALK 90650	6808	5061	PERMIT	NONE
A139	DC&FS-REGION VII LAKEWOOD SERVICES OFFICE	4060 WATSON PLAZA DR, LAKEWOOD 90712	87200	60265	LEASED	NONE
5867	PUBLIC LIBRARY-ANGELO M IACOBONI LIBRARY	4990 N CLARK AVE, LAKEWOOD 90712	25377	20762	LEASED	NONE
B580	BD OF SUP-4TH DISTRICT/ PW-INC CITY OFFICES	5050 CLARK AVE (CITY HALL), LAKEWOOD 90712	421	400	PERMIT	NONE
A186	SHERIFF-TRAFFIC SERVICES ENFORCEMENT OFFICE	18300 GRIDLEY RD, ARTESIA 90701	2266	2040	LEASED	NONE
A080	PUBLIC LIBRARY-ARTESIA LIBRARY	18722 S CLARKDALE AVE, ARTESIA 90701	5439	4752	LEASED	NONE
B260	PUBLIC LIBRARY-HAWAIIAN GARDENS LIBRARY	12100 E CARSON ST, HAWAIIAN GARDENS 90716	3992	3598	PERMIT	NONE